

## Safety Committee Minutes March 5, 2009

Klahn moved/McCord 2<sup>nd</sup> for her to chair and called the meeting to order at 6:36pm. McCallum arrived at 6:40pm to chair. Committee member Todd Klahn in attendance and also Police Typist Shirley Hardy, Interim Police Chief Doug Pettit, Nadine Walsten and Tim Belter.

Klahn moved/McCallum 2<sup>nd</sup> to approve February 12 minutes, carried with McCord abstaining.

Hardy was interviewed regarding her job Police Typist that she has held for 10 years without a job description. She related the following: she comes in to check to see if reports are waiting for her to type unless she is called, she really is never pulled in for special reports, she started using Word then moved to Coppers and now New World software, does not do smaller reports in handwriting such as just a contact but larger cases from a dictaphone, she is budgeted for about 1 ½ hours a week. We will use this information to develop a job description. Pettit informed committee that he is having Sherven input data for all contacts etc. in order for a clearer picture of department activities.

Klahn moved/McCord 2<sup>nd</sup> to approve Citizen Complaint Policy, carried. The citizen forms and disclaimer introduction will be forwarded to website committee for placement on site after board approval. Pettit also handed out Code of Ethics and Code of Conduct for future review.

McCallum had asked for February and March officer schedules to get a feel for how new schedules are set-up, she reviewed them and handed back, McCord and Klahn did not want to review. Pettit expressed concern that a board member would request his time sheets, McCallum stated she had asked for them because she was concerned that all the tasks the board had requested of Pettit would take more time, she could see we are staying within the 10 hours per week. Pettit also expressed his concern for continued rumors about him, Walsten asked McCallum what she had heard lately, she indicated nothing lately. Walsten also questioned McCallum as to what she is saying about our police department to residents, McCallum replied, "Doug Pettit is the interim Police Chief and we are working through process to hire a Chief".

Walsten challenged the committee reviewing the 2009 budget and felt it should be addressed by the committee as a whole, McCallum stated that this has always been a line item on agendas since the finance committee asked all committees to review monthly and that the budget has not been discussed at board. McCallum handed out an expanded budget given to her by clerk. McCallum reported on question regarding Walmart Grant from last meeting; she contacted Vicki Sutton at the Stoughton store and was told they had no record of Brooklyn applying for their Walmart Foundation Community Grant. Someone would need to come to store and request form from service desk. Pettit said he and Craig Sherven will appear at next board meeting to demonstrate the night vision equipment gotten through federal grant.

Walsten tried to bring up item not on agenda or related to safety committee and McCallum stated she would not allow this discussion.

Klahn moved/McCord 2<sup>nd</sup> to postpone discussion on Chapter 35, carried.

Klahn moved/McCord 2<sup>nd</sup> to adjourn at 8:25 pm, carried.